Office of the Chief Financial Officer

Integrated Financial Management Program

Core Financial

Course Name: Assessment Cycles

Course Guide

National Aeronautics and
Space Administration
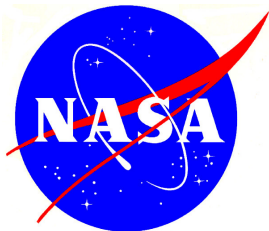
Introduction

This trainer guide serves as the foundation for delivering training. It provides information for the trainer to share with end-users during the course conduct.

Course Structure
This course covers the basic SAP functionality end-users need to perform specific activities pertaining to their roles. End-users may obtain information beyond this scope outside of class from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

Trainer Role
A trainer role in this training session is to:

- Provide end-users with the information they need to learn the new skill set

- Provide end-users with guidance and coaching as they learn the new skills

- Maximize the hands-on practice time

- Ensure the objectives of the module are met

- Answer questions as completely as possible

End-user Role
An end-user's role in this training session is to:
- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

Module Significance
The Assessment Cycle capability in SAP is a critical part of the financial system used to allocate planned or actual costs from cost centers to receivers. It is the building block that NASA needs in order to implement full cost accounting in the future. Other benefits associated with Assessment Cycles in SAP are:

- Increased flexibility in allocating costs to projects using tracing factors

- Greater accuracy of allocations based on tracking of actual consumption data

- Automatic linking of consumption data from the Labor system and Contractor Cost Report (CCR) extension

- Traceability to the Project of the carrier account/cost pool that performed the service for which they are being charged

Module Structure
This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

Content
Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

Content Review
The trainer reviews key topic information at the conclusion of each topic.

Scenario
The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

>   Scenario Example: The Consumption Data Processor has received a spreadsheet that itemizes the ODIN Catalog purchases by project expected in the upcoming year. Update the plan project consumption data accordingly.

Demonstration
Trainer shows end-users how to perform the business activity in SAP.

Exercise
End-users practice the activity in the SAP training database.

Agenda

Introduction – 0:10 hr

Background Knowledge – 0:10 hr

Topic 1: Record Plan and Actual Consumption Quantities – 1:00 hr
- Activity 1: Maintain Plan Project Consumption Data
- Activity 2: Maintain Plan Cost Center Consumption Data

Topic 2: Create and Maintain Assessment Cycle – 1:00 hrs
- Activity 1: Create Assessment Cycle
- Activity 2: Maintain Assessment Cycle

Topic 3: Periodic Processing – 1:30 hrs
- Activity 1: Process Assessments in Test Mode
- Activity 2: Run Cost Pool Funding Report
- Activity 3: Process Assessments and Display Results

Course Summary – 0:10 hr

Total Time – 4:00 hrs